

ELECTRICAL ENGINEERING AIDE II

PURPOSE AND NATURE OF WORK

Positions in this classification perform routine tasks related to electrical engineering projects. Tasks require little interpretation and involves solving routine problems by choosing between a few clear choices which are clearly spelled out by the supervisor. There is limited opportunity for independent judgment, as work is usually spelled out in detail. Work is performed under the direct supervision of a higher level technician or engineer.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Collects field data and uses that data to develop drawings, diagrams, and other forms necessary for the completion of request electric projects. Goes into the field to take measurements, mark positions for proposed electrical services, visually inspect existing electrical structures, and perform necessary engineering calculations (such as voltage drops and transmission loads). Designs basic electrical layouts for review and approval by supervisor, schedules meetings with all involved parties to ensure deadlines are met, and provides information regarding material quantity/sizing to a warehouse staff.

Provides technical support to electrical engineers and other staff by performing field/office/computer studies and preparing administrative paperwork. Conducts research to find information on contract specifications, MSDS sheets, drawings, chemical locations, and other similar information related to electrical engineering projects, keep track of contracts and purchase orders, and prepare amendment/change orders to contracts for approval by an engineer.

Responsible for global positioning system (GPS) field work. Goes into the field with a hand-held GPS system and locates water, electrical, fiber, and wastewater lines, electric poles, manholes, and similar utilities structures, and identifies the locations with the GPS unit.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of and ability to perform basic mathematical operations.

Knowledge of and ability to use computer systems and software appropriate to the nature and level of work.

Ability to communicate effectively by telephone, in person, or in writing to both individuals and small groups.

Ability to read and comprehend job-related specifications, plans, and drawings.

Ability to participate in the installation of traffic calming devices, including organizing workforce.

Ability to set up and use appropriate instruments to accurately take measurements.

Ability to learn job-related material primarily through oral instruction and field experience.

Ability to independently solve common problems associated with day-to-day activities.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a high school and prior work experience incorporating the necessary knowledge, skills, and abilities required for the specific position is strongly desired.